Eman Ahmad AlKhuzaam 0538526078

Qatif, Qudos St, Rabyah Dist

|  |
| --- |
| Professional Profile |
| I have an English Diploma and several training certifications on computer related skills |
| * Presentation Skills
* Housekeeping certified
* Secretary workshop
* Microsoft Office certified
* MyWarehouse certified
* Harassment prevention training
 | * Data Entry certified
* Fire watch training
* English level 6 completed
* English conversation course 1&2
* English Intensive Course EL098 and EL099
* Chemical Hazards training
 |
| Professional Experience |
| **Al-Majal Company****2005-2006**Admin ClerkResponsibilities:* Secretarial responsibilities
* Organizing timesheets, appointments, and requests through SAP system
* Report Preparation.
 |
| **Al-Mutawa Company****2006-2008**Admin ClerkResponsibilities:* Organize files and folder in the filing room
* Clerk at the plant services center
* Secretarial responsibilities
* Organizing timesheets, appointments, and requests through SAP system
 |
| **Al-Majal Company****2009-2010**Admin ClerkResponsibilities:* Clerk at the plant services center
* Secretarial responsibilities
* Organizing timesheets, appointments, and requests through SAP system

**Al-Falak Company****2010-2013**Admin AssistantResponsibilities:* Provide organizational assistant
* Managing inventory of assets and supplies
* Coordinating between departments and operating units
* Scheduling and coordinating meetings, interviews, and events
* Preparing and delivering safety presentations to several units

**Nabors Arabia Company****2013 -2016** Admin AssistantResponsibilities:* Filing of invoices, orders and asset sheets
* Keep track of warehouse materials
* Managing warehouse data through My Warehouse application
* Following up with vendors for needed documents
* Follow up PO and follow up with vendors.
* Secretarial responsibilities
 |
| Education |
| , English Diploma **HR Diploma**Certifications* Presentation skills, Toastmaster international member
* Housekeeping certified
* Secretary workshop
* Computer Application certified
* Microsoft Office training
* English level 5 completed
* Data entry course completed
* Intro to financial accounting course completed
* SAP experience
* English Intensive course EL098 and EL099 completed
* Chemical hazards training
* Business management course.
* Financial Accounting course.
* Communication Methods in the work place
* Teamwork skills
* Introduction to Human Resources Functions
* Project Management Introduction
 |
| CurrentI am currently studying in the Learning Academy with a specialization in Human Resources Management and I have COOP on June 19thReferences |
| Please see recommendation letters. |